



## **JOB ANNOUNCEMENT**

### **ALAMEDA RECREATION AND PARK DEPARTMENT**

2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529

<http://www.cityofalamedaca.gov/Recreation/Employment-Opportunities>

## **AQUATICS - 2012**

**THE SETTING:** Alameda, an island city of 72,500, is a water-oriented community located next to the city of Oakland. Alameda's Aquatic Program, conducted at Emma Hood and Encinal Swim Centers, is open to children and adults. During spring, lessons and Adult Lap Swim will be offered on Saturdays only at Encinal Swim Center. During the summer months, swim lessons are taught at Emma Hood on Monday through Thursday. At Encinal, swim lessons are taught Monday through Thursday. Lessons are also offered on Saturdays at Encinal. Public swim hours are offered Monday through Friday at Emma Hood and only Fridays and Saturdays at Encinal. Evening adult swim lessons, as well as lap swim, are conducted at both swim centers.

**THE POSITIONS:** Aquatic staff positions are classified as part-time, non-benefited employees. Hours range up to 40 hours a week depending on position and responsibilities.

**AQUATICS LIFEGUARD:** (\$9.11 - \$13.46 per hour)

Aquatics Lifeguard, under the supervision of Aquatic Specialist, conducts and safeguards the recreation swimming programs of the swim centers.

**MINIMUM QUALIFICATIONS:** Lifeguarding, Title 22, CPR/AED for the Professional Rescuer and be at least 16 years of age, WSI (preferred).

**AQUATICS INSTRUCTOR:** (\$9.57 - \$14.13 per hour)

Aquatics Instructor, under the supervision of Aquatic Specialist, demonstrates and instructs various levels of Red Cross swimming classes and other aquatic courses. Applicants with knowledge and expertise in certain aquatic program areas should note this on their applications.

**MINIMUM QUALIFICATIONS:** WSI, First Aid, CPR/AED for the Professional Rescuer and be at least 16 years of age.

**CASHIER/RECREATION LEADER:** (\$8.40 - \$10.97 per hour)

Cashier/Recreation Leader, under the supervision of Aquatic Specialist, is responsible for registration of all classes, collection of admission fees and completion of reports of such receipts on forms provided for that purpose.

**MINIMUM QUALIFICATIONS:** Must be high school graduate, have experience with handling monies and cashing, First Aid and CPR/AED for the Professional Rescuer.

**LOCKER ATTENDANT/RECREATION LEADER:** (\$8.00 - \$9.86 per hour)

Locker Attendant/Recreation Leader, under the supervision of the Aquatic Specialist, is responsible for checking and safekeeping of patron's clothing while they are in the Swim Center. Locker Attendant is also assigned duties connected with the maintenance of the Swim Center.

**MINIMUM QUALIFICATIONS:** Must be at least 16 years of age, First Aid and CPR/AED for the Professional Rescuer, Lifeguarding preferred.

(over)

**GENERAL RESPONSIBILITIES:** All Aquatic Staff members are expected to attend assigned staff meetings, complete facility maintenance work as assigned, care for all equipment and supplies, complete assigned records and reports, and work assigned hours, recognizing that recreation work has irregular hours and some last minute assignments. **All staff must be prepared to work the 4th of July Jumpin' Jivin' Jubilee and the Annual City Swim Meet on August 10-12, 2012.**

**REQUIREMENTS:**

Federal law requires that prior to employment applicants must furnish proof of identity and eligibility for employment in the United States. Proof may be furnished by various documents such as Social Security Card (original), birth certificate, driver's license, passport, resident alien card, etc.

**FINGERPRINTING REQUIREMENT:** California State Law requires that all recreation employees and volunteers having direct contact, supervisory or disciplinary authority over minors be fingerprinted as a condition of employment. Candidates under serious consideration for hire will be referred to the Alameda Police Department for fingerprinting. Employment is contingent upon fingerprint results.

**APPLICATIONS:**

Applications may be filed in the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, CA 94501, (510) 747-7529 or download forms from:

*<http://www.cityofalamedaca.gov/Recreation/Employment-Opportunities>*

**TO OBTAIN 2012 SPRING EMPLOYMENT, APPLICATIONS SHOULD BE SUBMITTED BEFORE THURSDAY, MARCH 1, 2012.**

**TO OBTAIN 2012 SUMMER EMPLOYMENT, APPLICATIONS SHOULD BE SUBMITTED BEFORE THURSDAY, MARCH 29, 2012.**

Additional applications may be accepted until all positions are filled. Applicants will be notified of interview date and time.

**RETURN APPLICATIONS TO:** Alameda Recreation and Park Department  
2226 Santa Clara Avenue, Alameda, CA 94501  
Attention: Aquatics Division

**EQUAL OPPORTUNITY EMPLOYER M/F/D**

*The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance. Hearing Impaired TDD (510) 522-7538.*